

Retirement Fee

- o \$ 25.00 – Yearly Fee
 - o \$ 50.00 – Two Year Fee
- If license is expired (less than 12 months), include:**
- o \$200.00; and
 - o \$ 20.00 – Monthly Late Fee

Contractor Retirement Fee – Prof 1801- \$25/Yr
Xact #

License ID#

STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
BOARD FOR LICENSING CONTRACTORS

Mailing Address: 500 JAMES ROBERTSON PARKWAY - NASHVILLE, TN 37243-1150
(615) 532-3985 or Toll Free: 1-800-544-7693

<http://tn.gov/commerce/boards/contractors/> Email: Contractor.Renewal@tn.gov

RETIREMENT OF LICENSE – APPLICATION

(If business is inactive or not using the license, may place license in retirement in lieu of renewing contractor's license)

FEE: \$25.00 – Yearly Retirement (Nonrefundable)

Total Enclosed: \$ _____
\$25.00 Fee for each year: ___ 1 Year; ___ 2 Years; ___ Other ___ Years
 (If expired: ___ \$200.00 Renewal Fee; \$ _____ - Late Fee)

___ **NEW – Return with current license certificate and ID card**
 ___ **RENEW – Currently in a “Retired” Status**

- May retire for more than one (1) year; limited to seven (7) consecutive years; **\$25.00** yearly fee
- If license is expired (**less than 12 months**), or it has been in retirement seven (7) years, must submit \$200.00 renewal fee and any late monthly fees;
- May not place in retirement if expired more than 12 months.
- Retirement of a license places it in an “inactive” status to allow renewal rights. Cannot bid or contract while the license is retired!

Government Agency Employee: ___ No ___ Yes: Agency: _____

Contractor's License # _____ **Expiration Date:** _____

(If expired, must pay \$200 and \$20 monthly late fee)

License Name: _____

Address: _____

(Address Change: ___ - No ___ - Yes)

Attach active license certificate and pocket ID card: ___ Yes ___ No- Explain: _____

By placing license in retirement, this is considered an inactive status and you cannot perform, bid or contract with a retired license, as it would be considered unlicensed activity. *(If you prefer to dissolve the license and do not need to retain renewal rights, you may submit a written request to “Withdraw” and no fees are required.)*

Signature

Print Name

Title (Owner/Officer)

REASON FOR RETIREMENT: _____

(In an effort to provide better assistance, this information may be beneficial to address concerns in the industry. Thank you!)

PROCEDURES**New and Renewal Retirement Process**

License must be active or have renewal rights in order to retire. Complete the above portion, sign and return with the \$25.00, **nonrefundable** retirement fee. Unless renewing retirement, include your current license I.D. pocket card and certificate. If license is expired, less than 12 months, please submit renewal fee (*\$200.00) and late fees (\$20.00/month). Renewal fees paid prior to retirement are non-refundable. A contractor's license may be retired annually, up to seven (7) years, by submitting \$25.00 yearly at renewal time or while the license is current. However, if you pull out of retirement after paying more than one yearly fee, it is nonrefundable. Please be sure to renew retirement prior to expiration date on license. You are not required to complete the “Notice of Renewal” or provide insurance to place the license in retirement.

Bringing out of Retirement

To bring a license **out of retirement**, complete the “Notice of Renewal” or download from our website at: <http://tn.gov/commerce/boards/contractors/> Complete the renewal and submit with *\$200.00 and a financial statement (a CPA/PA is not required to complete unless the monetary limit **exceeds \$1,500,000; no exams**). For further information, you may refer to statute T.C.A. § 62-6-126.

*If the license was retired after renewing (due to lapse of insurance, etc.), the \$200 renewal fee does not need to be repaid to bring out of retirement, prior to expiration.

Always check status of license on the website at: <http://verify.tn.gov/>

-Office Use-

___ Issued - ___ Years (Less than 7 years)
 ___ Denied for ___ Cert/ID ___ Ren Fee ___ Exp
 ___ Need Open Ren Xact Canceled - ___
 ___ AL-13 to one year ___ \$200 fee paid